

<b>COURSE NUMBER:</b>	COMP-277
<b>COURSE TITLE:</b>	<b>Desktop Publishing: Adobe InDesign</b>
<b>CREDIT HOURS:</b>	Three (3)
<b>INSTRUCTOR:</b>	Shari Hurlbutt
<b>OFFICE LOCATION:</b>	Office 124, Weinberg Hall
<b>OFFICE HOURS:</b>	Posted Outside Office Door
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<b>PREREQUISITE(S):</b>	None
<b>REQUIRED TEXTS:</b>	Botello, Chris. <u>Adobe InDesign CS3 Revealed</u> . Course Technology. 2008.
<b>REQUIRED MATERIALS:</b>	Will be announced in class.
<b>COURSE DESCRIPTION:</b>	This course will expose students to Indesign, a comprehensive software program that allows students to create output-ready layouts for anything from a simple coupon to an 8-page newsletter to a 120-page full-color magazine. This program interfaces seamlessly with Adobe Photoshop and Illustrator.
<b>EXPECTED LEARNER OUTCOMES:</b>	<p>Upon successful completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Explore the InDesign workspace.</li> <li>2. Work with text.</li> <li>3. Set up a document.</li> <li>4. Work with frames.</li> <li>5. Work with color.</li> <li>6. Place and link graphics.</li> <li>7. Create graphics.</li> <li>8. Work with effects.</li> <li>9. Work with tabs and tables.</li> <li>10. Make books, tables of contents, and indexes.</li> <li>11. Explore advanced techniques.</li> <li>12. Prepare, package and export documents.</li> </ol>

## LEARNING TASKS AND ACTIVITIES:

This class will meet during the scheduled class time for lecture and discussion of selected topics. Assignments will reinforce the material discussed in class and will be given daily. Students may need to plan to spend additional time in the lab in order to complete all exercises. Open lab times are posted outside the lab doors.

## ASSESSMENT OF OUTCOMES:

### Evaluation

The grading scale for this course will be:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 0-59%

All documents will be saved into four folders  
Each folder will be worth 20% of your grade.

- Folder 1 = 20%
- Folder 2 = 20%
- Folder 3 = 20%
- Folder 4 = 20%
- Final Project = 20%
- Attendance Adjustment

### Attendance

Attendance is of utmost importance in this course because the lectures and assignments will be completed in class at the computer. All students are expected to attend class

Attendance will be taken at the beginning of the hour each class period. **If you are not present when attendance is taken, you will be counted absent for the day.**

It is the responsibility of the **student, not the sponsor,** to make definite arrangements with the instructor for makeup work **before** going on college-sponsored events. College-sponsored events will be counted as excused absences

provided students complete all necessary assignments as designated by the instructor. If you do not inform your instructor of your absence **before** you leave, then you will be counted absent.

The following scale will be used to determine your attendance adjustment for your final grade:

Number of Absences	Percent Adjustment
0	+5
1	+3
2	+2
3	+1
4	-3
5	-6
6	-9
7	<b>MUST</b> Withdraw from class.

**Example:**

If your grade average is 93% and you have 5 absences, then your final grade would be an 87%.

Grade average	= 93%
5 absences	= -6
Final grade	= 87%

If your grade average is a 78% and you only have 1 absence, then your final grade would be an 81%.

Grade average	= 78%
1 absence	= +3
Final grade	= 81%

**Any student who has 7 unexcused absences must drop the class for excessive absences and non-participation in the class.** It is the student's responsibility to take care of this procedure. The instructor will NOT complete this paperwork for you. *Please refer to "Withdrawal from Classes for Non-Attendance/Non-Participation" – page 21 of the College catalog.*

It is your choice to be in this class. If you choose to come to class, the instructor and fellow students demand your attention and respect. **Cell phone usage, including text messaging, Ipod usage, or usage of any other electronic device is not allowed in class.** Any student who cannot meet these expectations will be asked to leave the classroom and will be counted absent for that day.

### **Academic Honesty**

#### **Absolutely No Tolerance!**

Each student is expected to do his or her own work. Any student who is suspected of borrowing another student's work or doing another student's work will lose credit for that work and will be warned once. If the student is suspected a second time, appropriate action will be taken.

***This syllabus is subject to revision with prior notice the the student by the instructor.***

## **Desktop Publishing: Adobe InDesign**

### **Explore the InDesign workspace.**

1. Explore the InDesign workspace.
2. Change document views.
3. Navigate through a document.
4. Use InDesign Help.

### **Work with text.**

5. Format text.
6. Format paragraphs.
7. Create and apply styles.
8. Edit text.

### **Set up a document.**

9. Create a new document.
10. Create master pages.
11. Apply master pages to document pages.
12. Place text and thread text.
13. Modify master pages and document pages.
14. Create new sections and wrap text.

### **Work with frames.**

15. Align and distribute objects on a page.
16. Stack and layer objects.
17. Work with graphics frames.
18. Work with text frames.

### **Work with color.**

19. Work with process colors.
20. Apply color.
21. Work with spot colors.
22. Work with gradients.

### **Place and link graphics.**

23. Use the Links palette
24. Place vector graphics.
25. Place bitmap graphics.
26. Use libraries.

### **Create graphics.**

- 27. Use the Pen tool.
- 28. Reshape frames and apply stroke effects.
- 29. Work with polygons and compound paths.
- 30. Work with advanced text features, corner effects, and drop shadows.

### **Work with effects.**

- 31. Colorize a grayscale image.
- 32. Work with opacity and feathering.
- 33. Work with blending modes.
- 34. Apply transparency to placed graphics.

### **Work with tabs and tables.**

- 35. Work with tabs.
- 36. Create and format a table.
- 37. Format text in a table.
- 38. Place graphics in a table.

### **Make books, tables of contents, and indexes.**

- 39. Create a book file
- 40. Organize a book file.
- 41. Create a table of contents.
- 42. Create an index.

### **Explore advanced techniques.**

- 43. Use the Pathfinder palette.
- 44. Create new stroke styles.
- 45. Create mixed ink swatches.
- 46. Work with nested styles.

### **Prepare, package, and export documents.**

- 47. Create bleeds, slugs, and printer's marks.
- 48. Use the Ink Manager and preview color separations.
- 49. Preflight package a document
- 50. Export a document.